

## **JOB DESCRIPTION**

### **TRUCK DRIVER II (TD II)**

**DIVISION:** Delivery Department

**JOB TITLE:** Truck Driver II (TD II)

**JOB NUMBER:** 6002

**REPORTS TO:** Warehouse/Yard/Operations Manager (WOM)

**JOB PURPOSE:** Deliver and pick-up materials for scheduled deliveries.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Deliver and pick-up materials according to assigned delivery schedule and procedures
- Complete daily vehicle and equipment maintenance/safety check lists assigned by DS or WOM
- Use 'Best Practice' safety procedures in driving and use of material handling equipment
- Check loads prior to leaving yard for accuracy, quality and proper unitization for loading
- Know each product on truck and what customer/job the products are being delivered to
- Review job delivery directions, plan itinerary and load truck accordingly
- Completely fill out delivery log prior to leaving yard and returning from delivery
- Always have assigned employee check delivery truck for accuracy of product and quantities before leaving yard
- Employee checking load and driver initial store copy of delivery order and to document checked for accuracy
- When arriving at delivery site verify delivery location is correct before unloading or dumping material
- Greet and service customers in a friendly, courteous, and helpful manner.
- Inspect site for hazards before entering site
- Cover all material on jobsite when indicated on delivery order or bad weather is forecasted
- Obtain 'Hold Harmless Agreement' from home owner or general contractor before driving on established or seeded property
- Pickup only sellable, undamaged material authorized for return for credit, special order pickups must be approved by WOM, CSM or GM
- Fill out return slip for products being returned for credit and restock in proper stocking location.

- Report any problems with equipment or deliveries to DS immediately via cell phone
- Keep equipment and vehicle clean and free of trash/debris
- Assist in warehouse/yard as directed by WOM or DS when any downtime exists or customer assistance is needed in warehouse/yard
- Responsible to see that preventative maintenance and repairs are scheduled and completed on timely basis

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Participate in scheduled staff meetings
- Participate in training workshops for personal growth and development
- Perform additional duties assigned by DS and/or WOM

## **QUALIFICATIONS**

- **Experience, Competencies and Education**

- Minimum of High School Graduation
- Previous driving history with building supply company with CDL license.
- Driving license acceptable by insurance carrier
- Ability to tolerate physical and mental stress job demands.
- Capable of lifting and carrying heavy (up to 120 lb.) objects over hazardous terrain.
- Basic record-keeping skills.
- Knowledge of construction building materials preferred
- Previous experience operating truck with piggy-back forklift or millwork delivery box truck (van) preferred
- Ability to work varied hours/days as business dictates

- **Language skills**

Ability to read and interpret documents relating to duties and responsibility  
 Ability to communicate in a precise and professional manner

- **Mathematical skills**

Ability to apply basic mathematical concepts related to job. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions and decimals.

- **Reasoning ability**

Ability to apply principles of logical thinking to practical problems.

- **APPEARANCE AND ATTITUDE**

Appropriately neat and clean attire is required to make favorable impressions and to reflect the image of Capps in a professional manner.

Must maintain positive attitude and possess adequate skills to respond correctly when dealing with irate, upset or abusive customers.

## **ACCOUNTABILITIES AND MEASURES**

- Customer service
- On-time Deliveries
- Timely completion of duties
- Record Keeping
- 100 percent accurate deliveries
- Safety
- Equipment maintenance & condition
- Housekeeping as assigned

## **AMERICANS WITH DISABILITIES SPECIFICATIONS**

### **Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 120 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Essential Physical Functions**

- Talking – Expressing or exchanging ideas through the spoken word in English.
- Hearing – Perceiving the nature of sounds of the English language by the ear.
- Reaching – Extending hands and arms in any direction.
- Handling – Seizing, holding, grasping, turning, or otherwise working with the hand or hands.
- Seeing – acuity, far – Clarity of vision at 20 feet or more.  
Acuity, near – Clarity of vision at 20 inches or less.

- Depth perception – Three-dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.
- Lifting – Heavy work - raising or lowering an object from one level to another (includes upward pulling).
- Carrying – Heavy work; transporting an object, usually holding it in the hands or arms or on the shoulder.
- Pushing – Heavy work - exerting force upon an object, usually holding it in the hands or arms or on the shoulder.
- Pulling – Heavy work; exerting force upon an object so that the object moves toward the force (includes jerking).
- Capable of lifting and carrying heavy (up to 120 lb.) objects over hazardous terrain.
- Ability to meet the physical requirements of the job, or ability to meet the physical requirements of the job with reasonable accommodation.

**Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is normally exposed to weather conditions.

The noise level in the work environment is usually moderate to high.

**SIGNATURES**

I have read and understand this explanation and job description. I am expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**